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HUMAN SOURCES II.6.

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- Human Sources on Campus 2.
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II.6. HUMAN SOURCES

INTRODUCTION

1. Subject

This chapter concerns the recruitment, development, handling and administration of human sources.

SUR LA PROTECTION DES VEHIU DE LA LUI
DE RENSEIGNEMENTS

Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Application of particular policies will depend on the 2. References VISE PAR LE SCRS EN VERTU DE LA LOI circumstances of each source operation. IONS OF THE PRIVACY ACT AND/OR

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SUR LA PROTECTION DES HENSEIGNEMENTS

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Treasury Board Circular 1986-26: "Security Policy of the Government of Canada", dated 18 June 1986.





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INTRODUCTION (cont'd)

Definitions

PROVISIONS OF THE PRIVACY ACT AND/OR

Human Source

PROTECTION DES PENSEIGNER ASONNELS ETIOU DE LA LOIS TE SORS EN VERTU DE LA LOI A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational Assistance

Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under Direction A human source is considered to be under direction when, at the request of the Service, the source does any of the following:





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INTRODUCTION (cont'd)

Under Continuing Direction

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SITION (cont'd)

A human source is considered to be under continuing direction when: TOU DE LA LOI SUR LACTOR 3.

direction to provide source receives general operational assistance in relation to activities.

B. CENTRALIZED SYSTEMS

Functional Responsibilities

Director

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority SUR LA PROTECTION DES RENSEIGNEMENTS for certain approvals as specified elsewhere in this Chapter. TO INFORMATION ACT PRIVACY ACT AND/OR SUR LA PROTECTION DES RENSEIGNEMENTS

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II.6.

CENTRALIZED SYSTEMS (cont'd) B.

Headquarters Operational Branches

1.

SS TO INFORMATIO branches are responsible for SUR LA PROTE Headquarters operational developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

OHS

Headquarters operational branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Director General

The Regional Director General is responsible for the overall management of human source operations in the Region.





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O SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ETYOU DES RENSEIGNEMENTS

A L'INECRAMATION SUR L'ACCÈS

Records

Human Source Files

REVISE PAR LE SCRS EN VERTUS SUR LA PROTECTION DES RE PERSONNELS ETIOU D Human source files are divided into two parts containing financial and general information: Human source files are divided into two parts, respectively

Opening of Files

PROVISIONS OF PROCESSED BY CS Headquar, when: I LA PROTECTION SEN VERTUDE LA ENSEIGNE Headquarters OHS shall open an individual human source file E PAR LE SCRS EN VERTU DE LA LOI AIVACY ACT AND/OR ERSONNELS ETTOU DE LA LOIS

An individual file is necessary to protect the source's identity





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CENTRALIZED SYSTEMS (cont'd)

2.

Use and Handling of Files

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B. CENTRALIZED SYSTEMS (cont'd)

Reporting

Reports from Regions

orting
Unless otherwise specified for a particular policy, all human SUR LA PROTECTION DES source reports originating from the regions shall be processed in the following manner:

Reports from Headquarters

PROCESSED BY PROVISIONS OF Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed SAMATION ACT Y ACT AND/OR VINELS ETION DE DE LA LOI SUP L'ACCES in the following manner: CTION DES RENSEIGNEMENTS

Related
Functions PROVISIONS OF THE PRINACY ACT AND/OP All employees concerned with processing human source reports may, as appropriate to their duties and functions,

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B. CENTRALIZED SYSTEMS (cont'd)

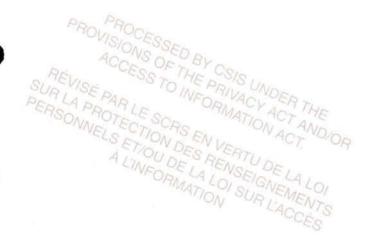
Interdepartmental Communications

Preparation of Correspondence

Correspondence to the Solicitor General Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the OPMOUESSED BY USIS UNDER THE
ADDRESS TO THE PRIVACY ACT AND/OR assistance of Headquarters OHS.

Requests to Solicitor General

REVISE PAR LE SCRS EN VERTU SUR LA PROTECTION DES PI PERSONNELS ETIOU Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire,





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CENTRALIZED SYSTEMS (cont'd)

OPERATIONAL

PROVISIONS OF THE PRIVACY ACT AND/OR RÉVISE PAR L C. GENERAL DEVELOPMENT AND DIRECTION

Recruitment

EN VERTU DE Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

Approval by Headquarters OHS shall be obtained before attempting to recruit a human source

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A L'INFORMATION SUR L'ACCÈS

PROCESSI Approval by Headquarters OHS shall be obtained before attempting to recruit such persons, or accepting of operational assistance ORMATIO

Report

When it is necessary to open an individual human source file (see B.2), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable: SUR L'ACCES





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2. Direction

Authorized Deployment

PROVISIONS OF THE PRIVACY ACT ANDA Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. PERSONNELS ET/OU DE LA LOI SUR LACCES

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Security

All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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PERSONNELS ET/OU DE LA LOI SUR L'ACCES

SUR L'ACCES

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Payment for Information

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SPECIAL RESTRICTIONS D.

PROVISIONS OF THE PRIVACY ACT I'ME ACCESS TO INFORMATION ACT AND/OR

Human Sources in Government

Definition

HOTECTION DES RENSEIGNE PERSONNELS ETTOU DE LA LOIS SCAS EN VERTU DE LA LOI TOP NOTTANK A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2

Deputy Head

A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

Consultation with Deputy Head

Before developing a source in government, the deputy head shall normally be consulted where any of the following conditions apply:

Payment

Waiver of Consultation Requirement

When consultation with the deputy head pursuant to paragraphs would likely endanger the source or otherwise D.1 adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement. PERSONNELS FTON DE LA LOI SUR L'ACCÈS

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SPECIAL RESTRICTIONS (cont'd)

Waiver Procedures

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Requests for the Solicitor General to waive the consultation Requests for the Solicitor General to warve requirement shall include the following information: 1. He ONO SISO BY CSIS UNDER THE BOOK ON ON OFFI OWNISH THE PHIVAGO OF THE PHIVAGO AFVISE PAR

Directing Sources in Government

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SOMMES SETION DES RENSEIGNEMENTS A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or policies or regulation.
by the Government of Canada.

2. Human Sources on Campus

Approval by Solicitor General

Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance concerning activities undertaken by students or employees PERSONNELS ETION DE LA LOI SUR LACCES

A LINPORMATION UES HENSEIGNEMENTS

A LINPORMATION UES HENSEIGNEMENTS within post-secondary academic institutions.





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SPECIAL RESIRICITONS (cont'd)

2.

Ministerial Approval Procedures

PROVISIONS OF THE PRIVACY ACT I'TE
ACCESS TO INFORMATION ACT AND/OR Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:





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PERSONNELS ETION DES RENSEIGNER PERSONNELS ET/OU DE LA LOI SE PÉVISE PAPLE SORS EN VERTU DE LA LOI
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PROVISIONS OF THE PRIVACY ACT I'TE
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3. Human Sources

Recruitment

Payment

PERSONNELS ETION UES HENDEIGNENTON SUR LACOES PERSONNELS ET OU DE LA LOI SUR L'ACOES
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SUR L'ACOLUS EN VERTIU UE
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PERSONNELS ETION UES HENSEIGNENEN!S PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
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SUR L OPERATIONAL HUMAN SOURCES PERSONNELS ET/OU DE LA LOIS A L'INE DE LA LOIS ET/OU DE LA LOIS QUALITATIVE CONTROLS

1. Evaluation of Human Sources ON W LOW NO LLYNWO AND OLD SEASON OF SEASON PEVISE PAR LE SCRS EN VERTU DE LA LOI 2TNAMAIN DES RENSEIGNEMENTOS 2TNAMAIN DE LA LOI

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QUALITATIVE CONTROLS (cont'd)

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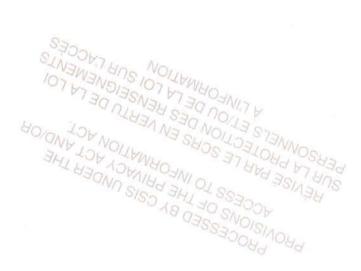
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PROVISIONS OF THE PRIVACY ACT AND ON TO INCOMMENT OF THE PRIVACY ACT AND ON TO INCOMMENT OF ACT AND TO QUALITATIVE CONTROLS (cont'd)



2. Reliability and Corroboration

Reliability Assessments The investigator responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:



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QUALITATIVE CONTROLS (cont'd) PROVISIONS OF THE PRIVACY ACT AND/OR

2.

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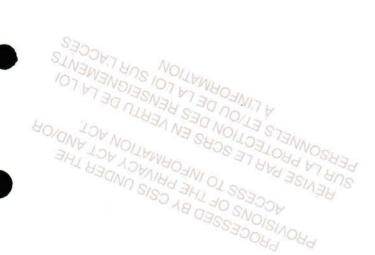
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SUR LACOLS REVISE PAR LE SCRS EN VERTU DE LA LOI NIR I A BROTECTION DES RENSEIGNEMENTS PROVISIONS OF THE PRIVACY ACT INE ACCESS OF THE PRIVACY ACT AND/OR FOLLOWING TO INFORMACY OF AND/OR Investigators and Headquarters operational branch analysts

Corroboration of Information

shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.



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PROCESSED BY CSIS UNDER THE

PROVISIONS OF THE PRIVACY ACT "ME ACCESS TO INECRMATION ACT AND/OR QUALITATIVE CONTROLS (cont'd)

> PERSONNELS ETION UES HENSEIGNEMINS
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A LINFORMATION PREMISE PAR LE SURS EN VERTU DE LA LOI SUR L'ACOÈS

PERSONNELS ET/OU DE LA LOI SUR L'ACOÈS

PERSONNELS ET/OU DE LA LOI SUR L'ACOÈS REVISE PAR LE SORS EN VERTU DE LA LOI PROVISIONS OF THE PRIVACY ACT I'TE
ACCESS TO INECRMATION ACT AND/OP PROCESSED BY CSIS UNDER THE

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O AT A MOTO MACANILLA MACANI OPERATIONAL HUMAN SOURCES REVISE PAR LE SORS EN VERTU DE LA LOI STIMAINA DES BENSEIGNEMANTS

QUALITATIVE CONTROLS (cont'd) PROVISIONS OF THE PRIVACY ACT AND/OR TO INFORMATION ACT AND/OR TO INFORMATION ACT AND/OR

3.

Evaluation of Sources and Corroboration of Information

PERSONNELS ET 110N DE LA LOI SUR L'ACCES

A LINFORMATION DE LA LOI SUR L'ACCES

A LINFORMATION DE LA LOI SUR L'ACCES SONINELS ETION DES RENSEIGNEMENTS
SONINELS ETION DES RENSEIGNEMENTS ACY ACT AND OR For purposes of evaluating a human source or corroborating specific information provided by a source, the investigator responsible may use the following PROCESS





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QUALITATIVE CONTROLS (cont'd)

F. COMPENSATION

PROVISIONS OF THE PRIVACY ACT IND ACCESS TO INFORMACION ACT AND/OR General Principles and Terminology

Parameters of Compensation

Human sources

compensation.

or payment in kind, in

exchange for providing operational assistance to the Service.

Ministerial Approval

Approval by the Solicitor General shall be obtained before offering a human source the following:

TAMPOAN 107 47: that exceeds the financial PHOVISIONS OF THE PRIVACY ACT AND/OP signing authority of the Director. PITA NAS BOS AT BEA ASINALA ON TON ID NOITOSTORA MANS PERSONNELS E

Payments

Offers of Compensation

PERSONNELS ET/OU DE LA LOI SUR LACOES

A LINFORMATION DES HENSEIGNENENTS

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COMPENSATION (cont'd)

1.

In application to certain other policies in this Chapter, the following terms may be used to describe payment of human sources:

PROVISIONS OF THE PRIVACY ACT AND/OR PROVISION NATURE PRIVACY ACT AND/OR POLITICAL ACT AND/OR

BERSONVELS ET/OU DE LA LOI SUR L'ACION UES MENON UES MEN PERSONNELS ET/OU DE LA LOI SUR L'ACCÉSA.

SUR LA PROTECTION DES RENSEIGNEMENTS

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COMPENSATION (cont'd)

Payment 3. Authority for

Financial Signing Authorities The authority of the Director and certain employees to approve human source payments is limited in each case

PROVISIONS OF THE PRIVACY ACT AND/OR ROLL OF THE PRIVACY ACT AND/OR ROLL OF THE PRIVACY ACT AND/OR

PROCESSED BY CSIS UNDER THE

Scope of Authority

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F. COMPENSATION (cont'd)

3.

Authority

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HUMAN SOURCES

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COMPENSATION (cont'd)

OPERATIONAL

4.

Criteria for Payment

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COMPENSATION (cont'd)

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F. COMPENSATION (cont'd)

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COMPENSATION (cont'd)

6.

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Payments

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F. COMPENSATION (cont'd)

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HUMAN SOURCES II.6.

- INTRODUCTION
 - 1. Subject

- PERSONNELS ET OU DE LA LOI SUR LACCES References INSWANDIAS 107 VT 30 NOIL 3 TANNOS WAS AS A NOIL OF LONG WITH A SHORE AS A SH 2. Reference

 3. Definitions Total and the same of the PROCESSED BY CS.

- 4. Interdepartmental Communications

C. GENERAL DEVELOPMENT AND DIRECTION

- 1. Recruitment
- PENISE PAR LE SCRS EN VERTU PE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR SACNES SIOON 5 LA LOI SIOON 5 LOI SIOON 5 LA LOI SIOON 5 LA LOI SIOON 5 LA LOI SIOON 5 LOI SIOO SAOO 2. Direction
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SPECIAL RESTRICTIONS

- Human Sources in Government
- Human Sources on Campus
- Human Sources
- 4. Human Sources

QUALITATIVE CONTROLS

- Evaluation of Human Sources
- and Corroboration.

 Human Sources Reliability and Corroboration
- 3.

COMPENSATION

- AEVISE PAR LE SCAS EN VERT SEG NOITOSTORY ALANS ROJONA TOA JONNIAC TOA NOITAMROANIO General Principles and Terminology PHOOFSSED BY O SNOISIAONA
- Payments 2.
- Authority for Payment
- Payment 4.
- Payment Procedures 5.

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HUMAN SOURCES

HUMAN SOURCES II.6.

TION DES RENSEIGNEN S EN VERTU DE LA LOL The policies and procedures in this Chapter are intended to implement the following general principles, as expressed by the Solicitor General of Canada in correspondence to the Director dated 30 October 1989. PROCESSEDBY

QUOTE

General Principles

1. Confidential sources are to be used only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.

2.

- MATTON SUR LACOES 3. Given the intrusiveness of the technique, the use of confidential human sources must be centrally directed and controlled.
- 4. Confidential sources are to carry out their tasks on behalf of the conduct themselves in such a manner as not to discredit the Service or the Government of Canada.
- 5. Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.
- 6. As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE PERSONNELS ET/OU DE LA LOI SUR L'ACCES A L'INFORMATION SUR L'ACCES A L'INFORMATION SUR L'ACCES

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INTRODUCTION A.

OPERATIONAL

1. Subject

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VINDIAS SIGNOLLAS SIGNOLLA SAS EN VERTU DE LA LOI This chapter concerns the recruitment, development, handling and administration of human sources.

HUMAN SOURCES

Use of human sources is an essential investigative technique, Use of human sources is an essential involving various degrees of intrusiveness.

Application of particular policies will depend on the circumstances of each source operation.

References

PERSONNELS ETION UES MENUENTON SUR LACOES SEPRONVELS ETVOU DE LA LOI SUB L'ACUTS

REPRONVELS ETVOU DE LA LOI SUB L'ACUTS

ROUTE L'ACUT Treasury Board Circular 1986-26: "Security Policy of the Government of Canada", dated 18 June 1986.

Ministerial Directive: "CSIS Use of Human Sources", dated 30 October 1989.



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OPERATIONAL

HUMAN SOURCES

INTRODUCTION (cont'd)

Definitions

PEVISE PAR LE SCRS EN VERTU DE LA LOI PIE LA BROTFCTION DES RENSEIGNENENTS

Human Source

SCTION DES RENSEIGNEM 18 107 M 30 NOVING S SAS EN VERTU DE LA LOI A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational Assistance

Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under Direction A human source is considered to be under direction when, at the request of the Service, the source does any of the following:



Under Continuing EUH LA PHOI DE LA LOI SUR LACOENSEIGNEN IS ALION DE LA LOI SUR LACOENSEIGNEN IS ALION DE LA LOI SUR L'ACOENSEIGNEN IS ALION DE L'ACOENSEIGNE ALI Direction

A human source is considered to be under continuing direction when:





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OPERATIONAL

HUMAN SOURCES

INTRODUCTION (cont'd)

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B. CENTRALIZED SYSTEMS

REVISE PAR LE SCRS EN VERTU DE LA LOI

Functional Responsibilities

Director

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

The Director shall report annually to the Solicitor General inder the Sapon of the Northwale and North and on the human sources under the direction of the Service. SUP LA PROTECTION DE LA LOI SUR L'ACCES
PERSONNELS ET/OU DE LA LOI SUR L'ACCES

Headquarters OHS

Headquarters Human Sources is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to operational branches concerning the development and direction of particular human PERSONNELS ET/OU DE LA LOI SUR LACCES

A L'INFORMATION DES RENSEISNEIN

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PROVISIONS OF THE PRIVACY ACT I'TE
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CENTRALIZED SYSTEMS (cont'd)

1.

Headquarters Operational Branches

MONS OF THE PHIVACY ACT AND/OR ACCESS TO INFORMATION ACT. Headquarters operational are responsible branches operational developing priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

Headquarters operational branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Director General

anagement and policy and anagement and policy and anagement and and anagement and anagement and anagement and anagement and anagement and anagement anagem The Regional Director General is responsible for the overall management of human source operations in the Region.



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CENTRALIZED SYSTEMS (cont'd)

2. Records

Human Source Files

Human source files are divided into two parts, respectively containing financial and general information:

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Opening of Files

PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS

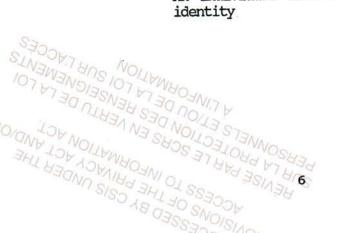
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS MAEVISE PAR LE SCRS EN VERTU DE LA LOI STINAMANA PENICAMANA PER LA LOI STINAMANA PENICAMANA LOI THE PHIMOLY MOT AND/OR TON NOTAMPORM OT 883 Headquarters OHS shall open an individual human source file SS300A9 when:

PERSONNELS ETYON DE LA LOI SUR LACCES

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An individual file is necessary to protect the source's identity





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CENTRALIZED SYSTEMS (cont'd)

2.

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Use and Handling of Files

PERSONNELS ET/OU DE LA LOI SUR LACCES
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A L'INPORMATION UE REVISE PAR LE SORS EN VERTU DE LA LOI PRINCIPION DES RENSEIGNENAENS ZIVAN

CENTRALIZED SYSTEMS (cont'd)

Reporting

Reports from Regions

Unless otherwise specified for a particular policy, all human port.

State of the part of th source reports originating from the regions shall be processed SUR LA PROTECTION DE LA LOI SUR L'ACUENTS
PERSONNELS ET/OU DE L' in the following manner:

REVISE PAR LE SCRS EN VERTU DE LA LOI STNAMANORA RENSEIGNEMENTS

PROVISIONS OF THE PRIVACY ACT INE ACCESS TO INFORMATION ACT AND/OR

Reports from Headquarters

PROVISIONS OF THE PRIVACY ACT AND/OR TO INFORMACY ACT AND/OR PRIVACY ACT AND/OR Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner:





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B. CENTRALIZED SYSTEMS (cont'd)

3.

Related Functions

PROVISIONS OF THE PRIVACY ACT AND/OR PROVISION ACT AND/OR All employees concerned with processing human source reports may, as appropriate to their duties and functions,

SETION DE LA LOI SUR LACCES DES RENSEIGNEMENTS Interdepartmental Communications

Preparation of Correspondence

Correspondence to the Solicitor General Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the prepared by the necessary of the assistance of Headquarters OHS. Oyd



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SECRET II.6.

OPERATIONAL

HUMAN SOURCES

CENTRALIZED SYSTEMS (cont'd) B.

Requests to Solicitor General

18 107 W7 30 NG S HENSEIGNE A L'INFORMATIL 107 MJ BO NIE Requests to the Solicitor General for appro-Requests to the Solicitor General for approval shall normally SURLA PROTECT 4. PROCESSED BY CSIS UNDER THE BRIVACY ACT TO THE PHOVISIONS OF THE PHIVACY AC

PROVISIONS OF THE PRIVACY ACT AND TO MANDER INTERPRETATION ACT SPRING TO MANDER ACT AND ACT AND THE PRIVACY ACT AND TO MANDER ACT AND TO M GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment

Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

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10, PLA PROTECTION DES RENSEIGNEMENTS

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PÉVISÉ PAR LE SORS EN VERTU DE LA LOI STINAMANAISENAR PANSEIGNEMENTS



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Approval by Headquarters OHS shall be obtained before attempting to recruit such persons, or accepting of operational assistance

PROCESSED BY CSIS UNDER THE

Initial Report

When it is necessary to open an individual human source file (see B.2), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable: PROCESSED BY CS IT 40 SNOISINOAG



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CENERAL DEVELOPMENT AND DIRECTION (cont'd) SNAW SAG NOVIA STANNOSHAR SAG REVISE PAR LE SCRS EN VERTU

2. Direction

Authorized Deployment

ONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada.





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Sources in Sensitive Sectors

The following approvals shall be obtained before using a human source under direction who is involved in sensitive social institutions, such as in the academic,

See Section D, Special fields.

PROVISIONS OF THE PRIVACY ACT I'ME
ACCESS TO INFORMATION ACT AND/OP

Restrictions.

shall be obtained before using a human assistance assistance assistance which impactinstitution. Wao all of 88300 h which impacts on or appears to impact on a sensitive institution. PROCESSED BY CSIS UNDER THE ADMINE SHI SO SNOISIAON



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PERSONNELS ET/OU DE LA LOI SUR L'ACCÉS



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ACCESS TO INFORMACY ACT AND/OR
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ACT AND/O

Security

PMATTION SUR L'ACCES All contacts between employees and human sources shall be made in ways that ensure protection.
overall security of the operation. in ways that ensure protection of the source's identity and the PROVISIONS OF THE PRIVACY ACT REVISE PAR LE SCA SUR LA PROTE MOCESSED BY CSIS UNDER THE



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ACCESSOR OF THE PRIVACY ACT

> PERSONNELS ET/OU DE LA LOI SUR LACCES SUR LA PROTECTION DE LA LOI SUR L'ACCES
> PERSONNELS ET/OU DE LA LOI SUR L'ACCES REVISE PAR LE SCAS EN VERTU DE LA LOI STNAMANENANE RENARMENTU DE LA LOI PROVISIONS OF THE PRIVACY ACT I'TE
> ACCESS TO INFORMATION ACT AND/OR

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SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (CONT. O) TO THE STAND ON THE STA REVISE PAR LE SORS EN VERTU PROVISIONS OF THE PRIVACY ACT AND/OR PROPERTY OF THE PRIVACY ACT AND/OR POLICE ACT AND/OR

D. SPECIAL RESIRICTIONS

1. Human Sources in Government

Definition

A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2

Deputy Head

A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

Consultation with Deputy Head

Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head shall normally be consulted where any of the following conditions apply: OS 37 HAY A SIN 36 MISIONIS OF THE BUILD VAT AND EN THE FORG AJ AUS



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SECRET II.6.

OPERATIONAL

HUMAN SOURCES

SPECIAL RESTRICTIONS (cont'd)

1.

Payment

Waiver of Consultation Requirement

Waiver Procedures

SUR LA PROTECTION DE LA LOI SUR ING PERSONNELS ETION DES RENSEIGNEN PENISE PAR LE SCRS EN VERTU DE LA LOI HE PRIVACY ACT AND/OR When consultation with the deputy head pursuant to paragraphs would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

Requests for the Solicitor General to waive the consultation requirement shall include the following information:



Directing Sources in Government

> PROVISIONS OF THE PRIVACY ACT AND/OR PHOCESSED BY OSIS UNDER THE

A source in government shall not be directed to provide assistance that contravenes administrative or operational ent
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NOLLAMBURAN NOLLAM policies or regulations established by the specific employer or SENSONNELS ET/OU DE LA LOI SUR L'A LOI PERSONNELS ET/OU DE LA LOI SUR L'A LOI SUR L'A LOI PERSONNELS ET/OU DE LA LOI SUR L'A LOI SUR by the Government of Canada.



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HUMAN SOURCES ET/OU DE LA LOI SI

SPECIAL RESTRICTIONS (cont'd)

2. Human Sources on Campus

Approval by Solicitor General

ECTION DES PENSEIGNEL AS EN VERTU DE LA LOI Approval by the Solicies.

directing a human source to provide on post-secondary academic institutions. Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance PROCESSED BY

Ministerial Approval Procedures

Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall PERSONNELS ET/OU DE LA LOI SUR L'ACCENTS

PERSONNELS ET/OU DE LA LOI SUR L'ACUI

PERSONNELS ET/OU DE LA LOI SUR L'ACCENTS

PERSONNELS ET/OU DE L include the following information:



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3. Human Sources

Recruitment

Payment

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QUALITATIVE CONTROLS

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HUMAN SOURCES

QUALITATIVE CONTROLS (cont'd) E.

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HUMAN SOURCES

QUALITATIVE CONTROLS (cont'd)

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A LINFORMATION SUR LACES
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HUMAN SOURCES SUR LA PROTECTION DES RENSEIGNEN
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PERSONNEIS ETION DES RENSEIGNEN
ALTON DE LA LOI SIN DE L PERSONNELS ET/OU DE LA LOI SE REVISE PAR LE SCAS EN VERTU DE LA LOI

QUALITATIVE CONTROLS (cont'd)

2. Reliability and Corroboration

Reliability Assessments

JONS OF THE PRIVACY ACT AND OR The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:





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HUMAN SOURCES

QUALITATIVE CONTROLS (cont'd)

Corroboration 2. of Information

18 107 VI 30 NO 2 HENSEIGNEY ATTAMROAMILY A shall attempt, according functions, to corroborate information with whom they are concerned. Investigators and Headquarters operational branch analysts shall attempt, according to their respective duties and functions, to corroborate information provided by human sources WIRDAM OT SOZON WORD

Human Sources

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QUALITATIVE CONTROLS (cont'd) PROVISIONS OF THE PRIVACY ACT I'TE
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3.

PERSONNELS ET/OU DE LA LOI SUR LACCES SUPPLY PROTECTION DES PRINSEIGNEMENTS
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Evaluation of Sources and Corroboration of Information For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

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HUMAN SOURCES SUR LA PROTECTION DES RENSEIGNEN
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PROVISIONS OF THE PRIVACY ACT AND/OR General Principles and Terminology

Parameters of Compensation

Human sources

compensation,

or payment in kind, in exchange for providing operational assistance to the Service.

Ministerial Approval

Approval by the Solicitor General shall be obtained before offering a human source the following:

PERSONNELS ETION UES TEIVSEIGNEINEN LA LOI SUB LA LOI S PERSONNELS ET/OU DE LA LOI SUR L'A LUI
PERSONNELS ET/OU DE LA LOI SUR L'A LUI
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F. COMPENSATION (cont'd)

1.

Payments

Offers of Compensation

Payment

PROVISIONS OF THE PRIVACY ACT AND/OR SERSONNELS ETON DES HENSEIGNEMENTS

A LINFORMATION DE LA LOI SUR L'ACCES

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In application to certain other policies in this Chapter, the following terms may be used to describe payment of human sources:





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HUMAN SOURCES SUPLA PROTECTION DES PENSEIGNEN
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PROVISIONS OF THE PRIVACY ACT AND/OR PROPERTION ACT AND/OR

F. COMPENSATION (cont'd)

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Guidelines

PROVISIONS OF THE PRIVACY ACT I'TE
ACCESS TO INEORMATION ACT AND/OR 3. Authority for

Payment

REVISE PAPILE SCRS EN VERTU DE LA LOI STNAMANORS RENSEIGNEMENTS

Financial Signing Authorities

- The authority of the Director and certain employees to approve human source payments is limited in each case
- Scope of Authority 7 &ns Nolleway and San Nolleway of Stannostad San Nolley Was Stannostad San Nolley Stannost payment to a human source shall REVISE PAR LE SCRS EN VERTU DE LA LOI
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HUMAN SOURCES

COMPENSATION (cont'd)

3.

Authority

PERSONNELS ETION UED TA LOI SUP SUR LA PROTECTION DES RENSEIGNEME

SUR LA PROTECTION DES RENSEIGNEME

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D. SPECIAL RESTRICTIONS

- 1. Human Sources in Government
- 2. Human Sources on Campus
- 3. Human Sources
- 4. Human Sources

E. QUALITATIVE CONTROLS

- 1. Evaluation of Human Sources

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F. COMPENSATION

- PROVISIONS OF THE PRIVACY ACT PROCESSED BY CSIS UNDER THE 1. General Principles and Terminology
- 2. **Payments**
- 3. Authority for Payment
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II.6 **HUMAN SOURCES**

The policies and procedures in this Chapter are intended to implement the following general principles, as expressed by the Solicitor General of Canada in correspondence to the Director dated 30 October 1989.

QUOTE

General Principles

- 1. Confidential sources are to be used only when and to the extent it is reasonable and to do so in meeting the Service's statutory responsibilities.
- 2.
- Given the intrusiveness of the technique, the use of confidential human sources must be centrally directed and controlled.
- Confidential sources are to carry out their tasks on behalf of the Service They should conduct themselves in such a manner as not to discredit the Service or the Government of Canada.
- Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.
- As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

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INTRODUCTION

1. Subject

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SONNEIS ETIOI DE I A LOI SURIER T ad A VERTU DE LA LOIS SCAS EN VERTU DE LA LOI This chapter concerns the recruitment, development, handling and administration of human sources.

Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Application of particular policies will depend on the circumstances of each source operation.

2. References

PROVISIONS OF THE PRIVACY ACT I'ME ACCESS TO INFORMATION ACT AND/OP PROCESSED BY CSIS UNDER THE PRINCIPLY AND

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MA PROT CYACTANDIOR Treasury Board Manual: "Information and Administrative Management: Security"

Ministerial Directive: "CSIS Use of Human Sources", dated 30 October 1989

Ministerial Directive: "Conduct of Investigation", dated 30 October 1989

INTRODUCTION (cont'd)

3. **Definitions**

Human Source

PHOTECTION DES PENSEIGNEN A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational Assistance

Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under Direction A human source is considered to be under direction when, at the direct request of the Service, the source does any of the following:

Under Continuing · Direction

A human source is considered to be under continuing direction when:

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B. CENTRALIZED SYSTEMS

1. Functional Responsibilities

Director

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

Headquarters OHS Headquarters Human Sources (OHS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.



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B. CENTRALIZED SYSTEMS (cont'd)

Headquarters Operational Branches

Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

Headquarters Operational Branches shall inform
Headquarters
Human Sources Branch (OHS) of all significant matters affecting human
source policy and operations.

Regional Director General The Regional Director General is responsible for the overall management of human source operations in the Region.



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CENTRALIZED SYSTEMS (cont'd)

2. Records

Human Source Files

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Opening of Files

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PROVISIONS OF THE PRIVACY ACT AND/O CENTRALIZED SYSTEMS (cont'd)

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Use and Handling of Files

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CENTRALIZED SYSTEMS (cont'd)

Reporting 3.

Reports from Regions

PHOTECTION DES PENSEIGNE PARLE SCRS EN VERTU DE LA Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be processed in the following manner:

Reports from Headquarters

Unless otherwise specified for a particular policy, all human source reports Hear A SHOS EV VERY SEN VERT originating from Headquarters shall be processed in the following manner: SUR LA PROTECTION DES PROVISIONS OF THE PRIVACY AND THE PRIVACY AND

Related **Functions** All employees concerned with processing human source reports may, as appropriate to their duties and functions.

B. CENTRALIZED SYSTEMS (cont'd)

PROVISIONS OF THE PRIVACY ACT AND/O **Interdepartmental Communications**

Preparation of Correspondence

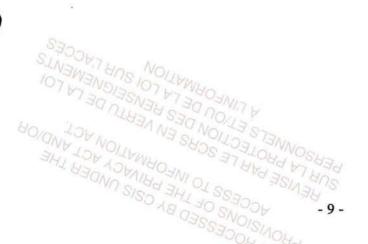
Correspondence to the Solicitor General of Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.

Requests to Solicitor General

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PROVISIONS OF THE PRIVACY ACT AND/C CENTRALIZED SYSTEMS (cont'd)

GENERAL DEVELOPMENT AND DIRECTION

Recruitment

Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

Approval by human source of the same of th Address AND BOLLON DES NAME OF SOLID STATE OF SOLID Approval by Headquarters OHS shall be obtained before attempting to recruit a ALPSONWELS ET OUT OF LA PROVISIONS OF THE PRIVACY ACT I'ME ACCESS TO INFORMACT ACT AND/OR

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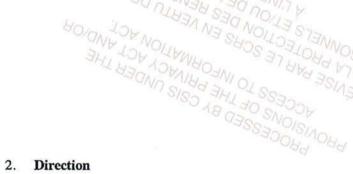
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GENERAL DEVELOPMENT AND DIRECTION (cont'd)

The approval of HQ OHS is required prior to an attempt to recruit, or 1. acceptance of operational assistance

> The approval of HQ OHS is also required prior to an attempt to recruit any individual

Initial Report When it is necessary to open an individual human source file (see B.2.), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable:



Authorized Deployment Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. SUR LA PROTECTION DES MENSEIGNENTION SUR LACCES

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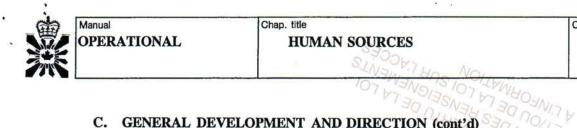
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Sources in Sensitive Sectors Name and No. Resu.

Sectors Name and Name and Name and Na The following approvals shall be obtained before using a human source under direction who is involved in sensitive social institutions, such as in the academic, fields. See Section D, Special REVISE PAR LE SCRS EN VERTU DE LA LOI STIMANAMANSPIRAMENTATION DE LA LOI

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shall be obtained before using a human source under 2. Approval by direction to provide operational assistance which impacts on or appears to Bd 3HL 30 SNOISINOUS impact on a sensitive institution.





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Security

All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

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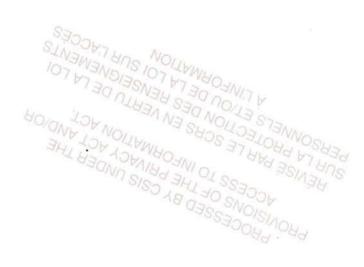
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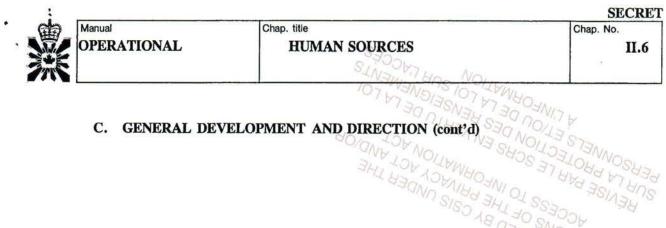
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Payment for Information

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Human Sources in Government

Definition

PROVISIONS OF THE PRIVACY ACT I'TE
ACCESS TO INFORMATION ACT AND/OF A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2

Deputy Head

A deputy head is normally the deputy head of the department or the head of the agency employing the source in government. SUR LA PROTECTION DES MENSEIGIVEINEN I A LINFORMATION SUR LACCES SAJONAL SUR SUR LACCES

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D. SPECIAL RESTRICTIONS (cont'd)

Consultation with Deputy Head Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply:

Payment

Waiver of Consultation Requirement

Waiver

Procedures

When consultation with the deputy head pursuant to paragraphs D.1. would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

Requests for the Solicitor General to waive the consultation requirement shall include the following information:



Directing Sources in Government D. SPECIAL RESTRICTIONS (cont'd)

SHALL SO NO LAW TO A NO LAW TO A SHOULD SO SED BY CSIS UNDER THE A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

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Human Sources on Campus

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Approval by Solicitor General

Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary academic institutions. ECTION DES PENSEIGNEMENTS DAJ AUS INDITAMADONIA

Ministerial Approval Procedures

SCAS EN VERTU DE LA LOI Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following T 40 SNOISINOPA information:

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D. SPECIAL RESTRICTIONS (cont'd) $\frac{1}{2} + \frac{1}{2} +$

Human Sources

Recruitment

Payment

PERSONNELS ET/OU DE LA LOI SUR L'ACCES

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D. SPECIAL RESTRICTIONS (cont'd)

Sources

To any human source

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Operations.

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E. QUALITATIVE CONTROLS

Evaluation of Human Sources



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REVISE PAR LE SORS EN VERTU DE LA LOI VIDIA DE DAMENTALION DE LA LOI PENSEIGNEMENTS QUALITATIVE CONTROLS (cont'd) PROVISIONS OF THE PRIVACY ACT I'TE

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REVISE PAR LE SCRS EN VERTU DE LA LOI **OUALITATIVE CONTROLS (cont'd)** PROVISIONS OF THE PRIVACY ACT ANDIC

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The policy of the Service is to protect the identity of human sources in perpetuity. However, dormant source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of a confidential source beyond the 125 year man, of the source are recorded on the file. source beyond the 125 year limit will be significantly improved if the wishes the Norwand of Short Norwand of Spanish led value of the second of the DATORY MAUS PROCESSED BY CSIS UNDER THE



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II.6 SUR LA PROTECTION DES RENSEIGNER

PERSONNELS ET/OU DE LA LOI SUREN

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Reliability and Corroboration

Reliability
Assessments AT MIN NOLLAWAO ANIT WAS AND AND ANIT WAS AN AND ANIT WAS AND AND ANIT WAS AND ANIT WAS AND ANIT WAS AND ANIT WAS AND ANIT W The controller responsible shall assess the general degree of reliability of a human SUBLA PROTECTION DES PENSEIGNEMS

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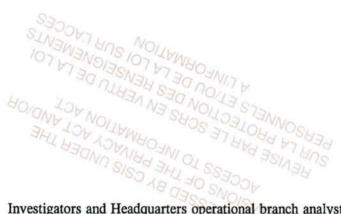
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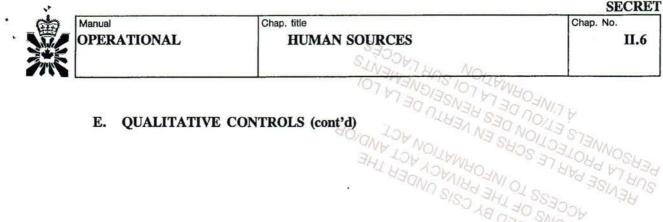
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Corrobation of Information

Investigators and Headquarters operational branch analysts shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.



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PERSONNELS ET/OU DE LA LOI SI

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Human Sources

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SUR LA PROTECTION DES RENSEIGNES

BERSONNIELS ETION DES RENSEIGNES

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BERSONNIELS ETION DE LA LOI SUR L'A PERSONNELS ET/OU DE LA LOI SI

HEVISE PAR LE SCRS EN VERTU DE LA LOI STIMMANDES BENSEIGNEMENTS QUALITATIVE CONTROLS (cont'd)

3.

Evaluation of Sources and Corroboration of Information

MONISIONS OF THE PRIVACY ACT AND MAIN ACT AN For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

PERSONNELS ETION DE LA LOI SUR L'ACCES SUBLA PROTECTION DE LA LOI SUR L'ACCÈS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS





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II.6

COMPENSATION

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Parameters of Compensation

PEVISE PAR LE SCRS EN VERTU DE LA LOI TOP NOITAMROAM OT 88300 or payment in kind, in exchange for providing operational assistance to the

Service.

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Ministerial Approval

Approval by the Solicitor General shall be obtained before offering a human

source the following:

Payment the Director PERSONNELS ETION URS HENSEIGNENIENIS

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that exceeds the financial signing authority of

SUR LA PROTECTION DES PENSEIGNES

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Payments

Offers of Compensation

Payment





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COMPENSATION (cont'd)

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PROVISIONS OF THE PRIVACY ACT I'TE
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COMPENSATION (cont'd)

3. **Authority for** **Payment**

Financial Signing Authorities

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2717 MAIN DE LA LOI
2717 MAIN MARCHANICA MARCH AO/aNA TOR YORN TOA NOITAMROANI The authority of the Director and certain employees to approve human source

payments is limited in each case

Scope of Authority Authority to provide

payment to a human source shall designate an amount

covering

Authority

Authority

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II.6

COMPENSATION (cont'd)

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Authority

Authority

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Criteria for Payment

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F. COMPENSATION (cont'd)

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REVISE PAR LE SORS EN VERTU DE LA LOI STIMA LA DECTION DES DENSEIGNEMENTS

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COMPENSATION (cont'd)

5. **Payment Procedures**

Summary of Procedures



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COMPENSATION (cont'd)

SUR LA PROTECTION DE LA LOI SURLA

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Payments

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PERSONNELS ET/OU DE LA LOI SUB L'ACCES REVISE PAR LE SCRS EN VERTU DE LA LOI



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COMPENSATION (cont'd)

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Payments

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SUPLY PROTECTION DES PENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS REVISE PAR LE SCRS EN VERTU DE LA LOI

OPERATIONAL POLICY MANUAL

OPS-204 HUMAN SOURCES - GENERAL

YELLOW HIGHLIGHT REPRESENTS DELETION OF TEXT

1. INTRODUCTION

Policy Objective

- 1.1 Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.
- 1.2 The objective of the policies and procedures detailed in the Human Source Policy are intended to implement the general principles, as expressed by the Solicitor General of Canada in correspondence to the Director dated 30 October 1989 and detailed in section 2 of this policy.

Scope

- 1.3 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.
- 1.4 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.5 Ministerial Directives:

"CSIS Use of Human Sources", dated 30 October 1989

"Conduct of Investigation", dated 30 October 1989

1993. RETTOP

"The Lawful Behaviour of Confidential Sources", dated 31 August 1993.

- 1.6 CSIS Act
- 1.7 Treasury Board Manual: "Information and Administrative Management: Security"

OPERATIONAL POLICY MANUAL

Definitions

- Human Source: A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.
- 1.9 Operational Assistance: Operational assistance means providing information or otherwise facilitating operational activities of the Service.
- 1.10 Under Direction: A human source is considered to be under direction when, at the direct request of the Service, the source does any of the following:



1.12 Under Continuing Direction: A human source is considered to be under continuing direction when:

the source receives general direction to provide operational assistance in relation to TEVISE PAR LE SCRS EN VERTU DE LA LOI PENTON DE LA LOI PE SUR LA PROTECTION DES REVS

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OPERATIONAL POLICY MANUAL

2. **PRINCIPLES**

QUOTE

- Confidential sources are to be used only when and to the extent it is reasonable and necessary, 2.1 to do so in meeting the Service's statutory responsibilities.
- 2.2
- 2.3
- 2.4
- Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.
- As with all human sources, confidential sources should be treated ethically and fairly by the 2.6 Service, in terms of both compensation and handling.

UNQUOTE

3. RESPONSIBILITIES

Director

- 3.1 The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.
- PERSONNELS ETYOU DE LA LOI SUR L'ACCES

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3.3

Headquarters Human Sources Branch (OHS)

and for maintaining providing assistance and auxiliar human sources. In a way of the state of th 3.4 Headquarters Human Sources (OHS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of REVISE PAR LE SCAS EN VERTU DE LA LOI
STANDANDIA PENSEIGNEMENT

Headquarters Operational Branches

- ACCESS TO INPOPMATION ACT 3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.
- 3.5.1 Headquarters Operational Branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Directors General

Regional Directors General are responsible for the overall management of human source 3.6 DEMSONNELS ETYOU DE LA LOI SUPPLIANTE DE LA LOI SUP SURLA PROTECTION DES RENSEIGNEMENT LE COUNCE EN VERT LE COUNCE SUR L'ACTION DES RENSEIGNEMENT S. L'ALLION DE MAIN DE LA L'ALLION DE LA L'ALLION DE LA L'ALLION DE operations in the Region. YEVISE PAR LE SCRS EN VERTU DE LA LOI PANSEIGNEMENTON DES BENSEIGNEMENTO

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OPERATIONAL POLICY MANUAL

4. RECORDS

Human Source Files

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the financial part contains

the general part contains

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OPERATIONAL POLICY MANUAL

Opening of Files

4.3 Headquarters OHS shall open an

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an:

file is necessary to protect the source's identity

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PEVISE PAR LE SCRS EN VERTU DE LA LOI STNAMANA PERISEIGNEMENTS

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Use and Handling of Files

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BERSONNELS ET/OU DE LA LOI SUR L'ACCÈS

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